

Noting and Drafting Skills

Objectives

On completion you will be able to

- Know the terms “Noting” and “Drafting”
- Understood the noting skills and drafting skills
- Explain the definition for noting

“Note” means remarks recorded on a case or paper under consideration to facilitate its disposal and includes précis of previous papers analysis of questions requiring decision, suggestions regarding the course of action and the orders passed thereon.

“Drafts” means the rough sketch of a communication to be issued subject to approval (including modification/alteration) of the competent authority.

Noting Skills

Commands:	Check up	:	FACTS
	Supply	:	MISSING FACTS
	Refer	:	RULES/REGULATIONS
	QUOTE	:	PRECEDENT
	Suggest	:	ALTERNATIVES
	Assess	:	IMPLICATIONS

Essentials:

Nature of Case	Necessity of Noting
Strategic/Operational	Maximum
Problem Solving	-do-
Correspondence Handling	Minimum
Routine Cases	-do-
Unnecessary Cases	No noting

Searching Questions – One Dozen

- What is the Problem?
- How has it originated the case?
- What is the nature of the case?
- Is it worth detailed examination?
- Can it be broken into major and ancillary parts?
- Does any part involve any other agency?
- Is there any rule/policy/guideline/precedent available?

- What are possible alternative solutions?
- Which is the best solution? Why?
- What should be its implications?
- If not worth detailed examination, is there any standard process sheet?
- Who will finally take the decision?

Drafting Skills

Commands	Identity	-	SENDER
	Adopt	-	RIGHT FORM
	Visualise	-	RESPONSE
	Express	-	CLARITY, CONSISTENCY UNIFORMITY
	Avoid	-	REDUNDANCY, VERBOSITY CIRCUMLOCUTION, REPETITION
	Summarise	-	COMPLEX & LENGTHY
Essentials	Clear, Concise, Incapable of Misconstruction		
	Lucid, Brief, Complete		
	Facts, Direction, Guidance		
	Unit of Idea		
	Coherence of Flow		

Searching Questions – One Dozen

- Is a draft necessary?
- Who should be addressed and who will sign?
- What should be the form?
- Is something to be conveyed or to be called for?
- Are all details available?
- What is the intension of the decision?
- What should be the recipient response?
- Does the language convey?
- Has the referencing been done?
- Is it logically sequenced?
- Does it have proper urgency, security grading?

Use the Simple Word

It is not always the shorter word that is better understood. For example, more people understand the word “negligent” than the word “derelict”. “Think” is usually a better word than “Deem”. Sometimes two or three words are required to take the place of one showy word. And there is nothing wrong with that, your aim is to make your writing easy to read, not to save space on the page. We should try to EXPRESS rather than IMPRESS. Here are a few examples of simpler replacements of the showy words.

Showy	Simple
Constitutes	Makes up
Component	Part
Utilisation	Use
Mandatory	Required
Cogitate	Think about
Penultimate	Last but one
Obviate	`Make Unnecessary
Proximo	Next Month

Your Task –1

Rewrite the following using simple, everyday words

Sl. No.	Showy	Simple
1.	Congigent	
2.	Comprehend	
3.	Comprised	
4.	Corroborate	
5.	Deliberate upon	
6.	Disburse	
7.	Nominal	
8.	Originate	
9.	Ultimo	
10.	Proclivity	
11.	Ratify	
12.	Rationale	
13.	Remunerate	
14.	Scrutinize	
15.	Ultimate	
16.	Inter-alia	
17.	Notwithstanding	
18.	Wherewithal	

Edit Your Writing

More often than not, deadwood is noticed in our notes and drafts that we put up. Not that it is not there in everyday English – rather it is very much there, nor is it grammatically wrong. Consider the following sentence.

“The reason the attendance figure today is so low is due to the fact that the DTC has followed the policy of keeping the buses off road to avoid confrontation with the agitating students”

Can you spot the deadwood? Here it is

The reason	(Omit)
Figure	(Omit)
Due to the fact that	(Because)
Followed the policy of keeping	(Kept)

The sentence should, therefore appear as

“The attendance, today is so low because the DTC has kept the buses off road to avoid confrontations with the agitating students”

Similarly, it is commonly see that we write, “find enclosed herewith”, whereas either “find enclosed” or “find herewith” should be sufficient. Hence the need to edit our writing. Our purpose is not necessarily to achieve brevity, it is to help our readers by removing deadwood that they have to hurdle over.

Your Task – II

The following expressions contain deadwood/redundancies. Rewrite them not only to remove deadwood/redundancies but to make these expressings easy to read and understand.

1. It is our opinion that
2. True facts
3. We held a meeting for the purpose of
4. Prompt and Speedy
5. At this point in time
6. Vitally essential
7. During the course of our conversation
8. Assemble together
9. In the event that we find ourselves in disagreement
10. Consensus of opinion
11. The trouble with the new form is that it was improperly designed in the first place.
12. 8.30 a.m. in the morning
13. We limited our discussions to only the basic essentials.
14. In this connection we would like to point out that the discrepancy that exists in our planning is
15. Repeat again
16. She is a person who does an excellent job as a programme
17. Revert back
18. The main consideration is a matter of time
19. Please plan in advance to present your recommendations when the next meeting is held.
20. We seldom ever have occasion to ask anyone to work overtime after office hours.

NOTING: DEFINITION

The manual of Office Procedure defines a “Note” as. “The remarks recorded on a case to facilitate its disposal”, and it includes a précis of previous papers, a statement or an analysis of the questions requiring decision, suggestions regarding the course of action and final orders passed thereon.

A “Note” contains facts and figures, rules, law procedures, and precedents, as also views of other Divisions/Departments, which might have been consulted.

It helps the decision-making authority in taking a decision. It should normally comprise a brief resume of the case, the analysis/statement of the point(s) at issue, suggestions regarding the course of action or the orders, if any passed thereon

The name, designation and telephone number of the officer signing a note should invariably be typed or stamped with a rubber stamp below the signatures, which should be dated.

In recording the date, the month and the year should also be indicated along with the date.

Why Record a Note:

The working of the government is a continuous affair. The officers may come and go, but the policy of the Government has to remain uniform in a given set of circumstances. It is, therefore, necessary to have a written record of the reasons for adopting a particular course of action in a case so as to ensure identical treatment to a similar case coming up in future.

The “Notes” thus lend consistency and continuity to the actions and decisions of the Government.

The “Notes” also provide a very useful guide to the officers who might have to handle the same or a similar case in future in as much as they reveal the line of thought and the logic behind the decision taken earlier.